MINUTES FOR THE JUNE 2, 2026 REGULAR MEETING

SIDNEY GUTIERREZ SCHOOL

The regular meeting of the Sidney Gutierrez Governing Council was held on Tuesday, June 2, 2026 at the Sidney Gutierrez School, located at 69 Gail Harris St., Roswell, NM. Governing council members Michael Taylor and Kelly Smith were present in person, and Yasine Armstrong and Domingo Alonso and Steven Ducharme were present via Zoom. Shannon Aguilar was present in person and Olga Atkinson, Katie Rarick, and Judy Wood were present via Zoom by invitation. Others were present in person and via Zoom. Kelly Smith called the meeting to order at 6:10 pm MST.

ACTION ITEMS:

1. **Minutes for the May 5, 2026 regular meeting—Discuss/Vote**
   The minutes were reviewed for the May 5, 2026 GC meeting. A motion was made by Yasine Armstrong to approve the minutes as presented and seconded by Domingo Alonso. The motion passed unanimously.
2. **BARS—Discuss/Vote**
   BAR #2526-0029-I; BAR #2526-0030-I; BAR #2526-0031-IB; and BAR #2526-0032-M were presented for approval by Olga Atkinson. A motion was made by Mike Taylor and seconded by Yasine Armstrong to approve these Bars. The motion passed unanimously.
3. **Authorization for year-end balancing—Discuss/Vote**
   A motion was made by Steven Ducharme and seconded by Domingo Alonso to give authorization to school financial staff to perform year-end balancing activities so lines are positive before the next RISD school board meeting. The motion passed unanimously.
4. **Resolution of the SGS Governing Council in fiscal year 2026-2027—Discuss/Vote**
   A motion was made by Mike Taylor and seconded by Steven Ducharme to approve the Resolution of the SGS Governing Council with no changes from the previous year. The motion passed unanimously.
5. **SGS Budget for fiscal year 2026-2027—Discuss/Vote**
   Olga Atkinson presented the budget for fiscal year 2026-2027. Summary of that budget presentation is as follows: A. SGS is an authorized Roswell public charter school with 196 students (K-8); membership-based program units = 344.57 units; B. Unit value assigned for fiscal year 26/27 to the local district is $7,117.10 (an increase of $240 from last final unit value); C. Projected SEG for 26/27 = $2,399,714.31 (based on 190 school days); salaries and benefits budgeted at $2,264,297 for next year (~94% of SEG); D. Total funds across all funds presented: $2,855,449.39. Projected carryover currently estimated at ~$205,142.02 (with a conservative near-term carryover expectation of around $40,000 depending on staff changes and materials spending). Ms Aguilar had several questions about some funding

that did not appear to be included on the proposed budget (e.g. Teacher Mentorship). Olga recommended that Ms Aguilar speak with Sarah at the district office to clarify those funds and the amounts to be distributed. The budget must be uploaded to OBMS by June 15, 2026. A motion was made by Mike Taylor and seconded by Yasine Armstrong to approve the budget as presented with possible changes after clarification of some of the funding issues that Ms Aguilar pointed out and with the understanding that the budget will be adjusted throughout the year as SEG and other factors change. The motion passed unanimously.

6. **RISD and SGS 2026-2027 Contract—Discuss/Vote**
   Discussion occurred that posed several questions about what services the district would still provide if we contracted with an independent agency to handle payroll, budget management, and other financial responsibilities. A discussion needs to be had with RISD to determine what services will be provided by the district for the 2% holdback that the district receives. This item needs further investigation and discussion. A motion was made by Mike Taylor and seconded by Steven Ducharme to table this item pending the answers to the remaining questions. The motion passed unanimously.
7. **Charter Law Contract Renewal—Discuss/Vote**
   It was noted that there may need to be future changes to this contract but for now, it was recommended that we approve the contract for the upcoming year. A motion was made by Yasine Armstrong and seconded by Steven Ducharme to approve the Charter Law contract. The motion passed unanimously.
8. **Revision of the SGS Handbook—Discuss/Vote**
   Kelly and Shannon are planning to meet prior to the July meeting to finalize the details of the handbook. A motion was made by Mike Taylor and seconded by Yasine Armstrong to table this action item until the July SGS Governing Board Meeting. The motion passed unanimously.

UPDATES:

1. **Financial Update**
   Olga Atkinson reported that as of May 29, 2026, we have spent $2,092,192.71. We still have $475,011.62 encumbered. We may have some of that money as carryover because often times we do not spend all the money that is encumbered. Unencumbered money at this time equals $165,758.34.
2. **Facilities Update**
   The facilities update was given by a representative (Jeremy) of the SGS Building Committee. He reported that the building committee inspected the middle school and found multiple concerning items that likely affected the school's PSFA ranking: A. Incorrect state assumptions about the HVAC/chiller replacement timing; records show component replacement but not whole-system replacement; B. Settling cracks in the brick perimeter,

drainage failures reintroducing water under the building, buckling flooring, vegetation growth through drainage, and questionable sprinkler connectivity for educational occupancy. The committee will compile photos, notes, and aerial imagery, tie to floor plans, and submit a factual condition report to PSFA to correct state records and support potential capital outlay applications. There were immediate maintenance/cleaning items that were discussed: A. Carpet and deep cleaning quotes; $9,100 with a trusted vendor (ProSteamer); some carpets may be beyond economical cleaning. B. Yard cleanup quote of $5,000 (one-time) with a monthly maintenance option of ~$250/month; discussion of borrowing/purchasing a floor buffer (waxer) to reduce recurring costs. The building committee will continue to work over the summer. The next step is deciding whether to apply for capital outlay or plan smaller remediation projects.

OTHER BUSINESS:

1. **New Business**
   Yasine Armstrong formally resigned from the SGS Board after 7 years of dedicated service due to current commitments not allowing the time to continue serving as a SGS Board member. She expressed her appreciation to the board for continuing their service and she wished SGS the best in the future. In addition, Shawna Perry has had to resign from the board as well due to personal reasons. We need additional board members to serve in order to be in compliance with our by-laws. No financial committee report given.
2. **Principal's Report**
   Test scores should be back soon so Ms Aguilar will report on that when she has them.
3. **Public Comment**
   No public comment was given.
4. **Executive Session**
   The board moved into executive session to discuss personnel issues. No action or votes were taken during executive session. The board moved out of executive session at 7:05pm. The meeting was reconvened and a motion was made by Yasine Armstrong and seconded by Mike Taylor to offer a contract to Shannon Aguilar to continue in the position of Head of School for the fiscal year 2026-2027. The motion passed unanimously.

The meeting was adjourned at 7:10 pm MST.